

BARTON

LIBRARY

Barton Library FAQ

Q: What are the library's hours?

A: We are open 6 days a week: Sunday 1:00p-7:00p; Monday-Thursday 7:30a-8:00p; Friday 7:30a-4:30p. Summer hours are Monday-Thursday 7:00a-5:30p. Our hours are posted at each entrance of the LRC.

Q: How would I know if the library's hours change?

A: Changes to our hours can be found in the document "Library Hours & Closings" in the announcements section of our website. We also post this information on our Facebook page.

Q: What do I do if I have a question about the library's resources after hours?

A: Send your question to library@bartonccc.edu. Library staff will answer your question as soon as possible.

Q: Can I return books when the library is not open?

A: Yes, you can. Barton Library has a book drop located outside by our South entrance.

Q: How do I access the library's databases or e-book collections when I am at home (off-campus)?

A: Sign in to the My Barton Portal. Click on "Library Resources" tab. Open "Mobile Access Guide." Instructions and passwords can be found in this document. If you need assistance, contact Library staff.

Q: How do I find a book?

A: To find a book, use the library's online catalog located on our website. Our books are sorted by the Library of Congress classification system. If you need assistance, library staff will gladly show you how to use this resource.

Q: Can I check out an electronic device?

A: Yes, we check out Chromebooks. Barton Library staff will guide you through the checkout process.

Q: Do you have headphones I can borrow?

A: Yes, we have headphones that you may check out. These headphones are library use only.

Q: I noticed you have board games, can they be checked out?

A: Yes! Speak with a member of Barton Library staff if you are interested in checking one out

Q: I would like to check out Library materials. What do I need to do?

A: Students need to have a Barton ID with photo and barcode. If you are a community member simply provide us with your public library card and a form of identification. All patrons must have a valid telephone number and voicemail to check out materials.

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Q: Where is the printer/copier? How much does it cost?

A: Barton Library's printer/copier is located by the Periodical collection in the SW Alcove. At this time, Barton Library does not charge a fee for printing or copying.

Q: Can I print or copy in color? Does it cost to print/copy in color?

A: Printing and copying in color is only allowed for educational purposes. Faculty will inform the Library if an assignment is required to be printed in color. At this time, there is no cost associated with printing or copying in color.

Q: Do you have wireless printing?

A: Yes, but it is only available for certain devices. Ask Library staff for assistance.

Q: Can I scan a document?

A: Yes, you can. A member of Barton Library staff will gladly show you how.

Q: Can you send a fax for me?

A: Yes. Simply fill out the fax cover sheet available at Murphy's Landing. We can also receive faxes for patrons.

Q: Do you have a stapler and/or hole-punch I can use?

A: Yes we do. They are located next to the copier/printer. Feel free to approach library staff about the use of other office supplies – we may have it available.

Q: I am interested in the Cohen Center for Kansas History. Can I use it?

A: Yes, any patron may access this special collection. Simply ask a member of Barton Library staff for access, and they will gladly assist you.